

# PART-TIME TEMPORARY EMPLOYMENT OPPORTUNITY



## **BUILDING MANAGER** **Escalante Community Center**

**CLOSING DATE:** Subject to closing without notice when the needs of Escalante Community Center are met.

**PAY RATE:** \$15.00 PER HOUR

**HOURS:** Saturdays from 8am to 5pm, and/or Sundays, 12:30 to 6pm. Various shifts, Monday through Thursday from 5 - 9 p.m., and/or Friday 4 – 8 p.m. Holidays and special events may be included.

**MINIMUM  
QUALIFICATIONS:**

Bachelor's degree in recreation, education or a social services related field is desirable.

Customer service experience

Computer knowledge –Word, Excel

Able to communicate clearly and concisely, both orally and in writing

Able to understand and carry out oral and written directions

Able to follow established policies and procedures

Able to establish and maintain cooperative working relationships with public and staff

**ADDITIONAL  
REQUIREMENTS:**

Must attend staff meetings/orientations/training

CPR & First Aid Certification required

May have to work special events and/or holidays

**PROGRAM  
LEADER FUNCTIONS:**

Provide facility supervision during scheduled activities

Answer a multi-line phone

Serve the public by providing information concerning the facilities, programs and policies

Enter data and program registration information into computer

Set up rooms: Lifting and moving chairs, tables and program equipment

Handle building emergencies

Open/Close and secure facility

Various other duties as assigned by supervisor

**APPLY:** Escalante Community Center • 2150 E. Orange St. Tempe, AZ 85281 • 480-350-5800  
[www.tempe.gov/escalante](http://www.tempe.gov/escalante)